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DD/M&S Registry
File Travel

3 JUN 1974

MEMORANDUM FOR: Deputy Director for Management and
Services

SUBJECT : Commuted Travel Allowance Tables

1. Action Requested: This memorandum contains a recommendation for your approval in paragraph 3.

2. Basic Data or Background:

a. Attached is a proposed single outbound commuted travel allowance table applicable to all European Division installations (except [redacted]).

b. Due to the current and anticipated increase in [redacted] travel, the European Division requested that outbound commuted travel allowance tables be issued for additional installations in Europe. In developing such tables it became apparent that since all European installations are within [redacted] travel time of each other, the commuted rates should be approximately the same. A detailed comparison was made by the European Division and the Office of Finance and it was concluded that by adjusting the total allowance for each installation upward or downward by two dollars or less, a single commuted rate could be applicable to all installations.

c. The adoption of a single standard outbound commuted travel allowance table for all European installations in lieu of current or proposed individual tables will not only continue to provide a fair and adequate reimbursement to travelers but will greatly alleviate the administrative burden of developing, approving, and administering separate individual commuted tables.

[redacted]

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SUBJECT: Commuted Travel Allowance Tables

3. Recommendation: Your approval is recommended for use of the attached new commuted travel allowance table effective for travel beginning on the first day of the month following the month of approval.



Thomas B. Yaffe
Director of Finance

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Attachments

EGIB

APPROVED:

DATE:

5 JUN 1974

DISAPPROVED:

DATE:

DD/M&S Distribution:

Orig - Returned to D/F, w/Atts

1 - DD/M&S Chrono

1 - DD/M&S Subject, w/o Atts ✓

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1010, Subject

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UNCLASSIFIED		CONFIDENTIAL		SECRET	
OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		DATE		
1			4/4		
2	Mr. Blake		5 JUN 1974		
3	Mr. Brownman				
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks: <div style="font-size: 2em; font-family: cursive;"> 1-2 This appears to be a very sensible proposal, and I recommend approval. </div>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.					DATE